

**Delhi State Industrial & Infrastructure Development Corporation Ltd.**

N-36, Bombay Life Building, Connaught Place, New Delhi-110001

**(PERSONNEL DIVISION)**

DSIIDC/A-190003/2/Workshop/Training/Vol-II

Dated: 09-02-2021

**CIRCULAR**

**Subject : Invitation for participation in the online training programmes being conducted by National Productivity Council of India (NPC)**

In order to enhance and develop the technical, managerial and administrative skills of the officers and staff of the Corporation, nominations for participation are requested for the online training programmes being conducted by the National Productivity Council (Jaipur), under the aegis of DPIIT, Ministry of Commerce and Industry, GOI :

	<b>Programme</b>	<b>Time and date</b>	<b>Nominations invited of</b>
1	Systematic Problem Solving & High Performing Teams	02:00 pm - 05:00 pm Feb 10-12, 2021	Divisional Heads, Sr. Managers
2	Right to Information Act: 2005	01:30 pm - 05:30 pm Feb 15-16, 2021	PIO's /dealing officials
3	Reservation in Services For SC/ST/OBC	01:30 pm - 05:00 pm Feb 17-19, 2021	Sr. Managers, AAM Posted at Personnel Division.
4	Improving Managerial Skills	11:00 am - 12:30 pm Feb 21, 2021	Managers/AG-I
5	Effective Office Administration	02:00 pm - 05:00 pm Feb 23-24, 2021	Managers, Section Officer, Assistants
6	Enhancing Secretarial Effectiveness	11:00 am - 02:00 pm March 3-4, 2021	PS/Sr. PA's/ PA's
7	Establishment Rules in Service	02:00 pm - 05:00 pm March 10-12, 2021	Sr. Manager, Accounts Official posted at Personnel, GAD Division
8	Project and Financial Management	11:30 am - 01:00 pm March 17, 2021	Engineers
9	Public Procurement of Goods: Insights GeM & e-Procurement	02:00 pm - 05:00 pm March 17-18, 2021	Sr. Managers/Managers posted at GAD, IT and Personnel Division

1	Developing Managerial & Supervisory Skills	02:00 pm - 05:00 pm March 24-25, 2021	Div. Heads, Sr. Managers, Section Officers
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2. It may be seen that participation in such programmes contributes towards development of competency required thereto and also leads to operational efficiency. The Divisional Heads are requested to send the nominations providing details of Name, Designation, Div, Email Id and Contact Number of self/ officers/staff working under their administrative control in either of the above mentioned online training programmes within a period of 3 days. For participation in the online training programme listed at Sr. No 1 nominations are requested by 4:00 pm today.

3. The detailed brochures can be accessed from website: [www.npcindia.gov.in](http://www.npcindia.gov.in) in the "Webinar Announcements" section. It is requested that the registration may not be initiated individually at the NPC website. Nominations may kindly be dispatched to Personnel Div. or emailed at [dsiicd.personnel@gmail.com](mailto:dsiicd.personnel@gmail.com). Confirmed nominations shall be provided with an access link at their respective email Id's for the online training commencement.

4. This issues with the approval of MD, DSIICD



(Amit Bhardwaj)  
Chief Manager (Pers.)

All the Divisional Heads of DSIICD through website

Copy for information to:

1. PS to MD
2. PA to ED
3. PS to Director (Finance)
4. IT for web circulation